

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission ☐ Redescription ☒ Reestablishment ☐ New ☒ Other ☐ Hdqtrs ☒ Field

Explanation *(Show any positions replaced)*
Standard P.D.

4. Employing Office Location

5. Duty Station

1. Agency Position No.

S000102

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

10. Position Status

☒ Competitive ☐ Excepted *(Specify in Remarks)*
☐ SES (Gen.) ☐ SES (CR)

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive

☐ 2--Noncritical Sensitive

☐ 3--Critical

☐ 4--Special Sensitive

9. Subject to IA Action

☒ Yes ☐ No

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	** Interdisciplinary	GS		13		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

Regional Conservation Goals Coordinator

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

U.S. OPM PCS, GS-401, 408, 482, 485, 486.

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks
FPL-GS-13

* May be filled by: (See first page of SPD)

Approved for Wide Service Use:

Heard Inge 9-5-03

25. Description of Major Duties and Responsibilities *(See Attached)*

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. S00A102													
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) Standard P.D.		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest 11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 13. Competitive Level Code 14. Agency Use					
12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		Pay Plan		Occupational Code		Grade		Initials Date					
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a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review													
d. First Level Review		** Interdisciplinary		GS		12							
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title) Regional Conservation Goals Coordinator				17. Name of Employee (if vacant, specify)									
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision									
a. First Subdivision U.S. Fish and Wildlife Service				d. Fourth Subdivision									
b. Second Subdivision Region				e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
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Signature _____ Date _____				Signature _____ Date _____									
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position U.S. OPM PCS, GS-401, 408, 482, 485, 486.									
Typed Name and Title of Official Taking Action				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
Signature _____ Date _____													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks FPL-GS-13 * May be filled by: (See first page of SPD) Approved for Wide Service Use: <i>Heath Aug 9-50</i> SOD: Performs kinds of duties as in GS-13 under closer supervision. SPD #S000102													
25. Description of Major Duties and Responsibilities (See Attached)													
NSN 7540-00-634-4265 Previous Edition Usable 5008-106 OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295													

This is an Interdisciplinary Position classifiable in any one of the following:

GS-0401- 12/13 (Natural Resource Planner)

GS-0485-12/13 (Refuge Manager)

GS-0401- 12/13 (Fish and Wildlife Biologist)

GS-408 - 12/13 (Ecologist)

GS-486 - 12/13 (Fishery Biologist)

GS-482-12/13 (Wildlife Biologist)

INTRODUCTION

The Regional Conservation Goals Coordinator position within the National Wildlife Refuge System serves to facilitate a process of regional biological planning incorporating multiple partners in developing a cohesive strategic planning approach to FWS conservation efforts. The regional biological planning process will guide the management of existing lands as well as directly impact the future design of the National Wildlife Refuge System. The position provides scientific leadership in the application of biological models and methods useful to identifying conservation priorities at the local, ecoregional, and regional scales. Extensive coordination with internal and external partners is a key aspect of the position, requiring a significant amount of outreach to bring a diverse group of organizations together in developing broad consensus in the identification of geographic priorities within a landscape design. The position will employ spatial analysis using advanced Geographic Information Systems (GIS) tools in applying biological models that link multiple species of a variety of taxonomic groups to their habitats.

As part of a national effort, the position provides high-level scientific and technical leadership in pioneering cutting-edge approaches using innovative techniques in guiding the FWS toward a pro-active landscape planning process. The position makes a substantial contribution to the current management and to the future design of the National Wildlife Refuge System, working as part of a larger national biological planning team of scientists in developing an overall conservation plan for the System.

The national biological planning team will initially be composed of representatives in all seven FWS regions (full time coordinators in regions 1-6 and a collateral duty person in region 7) and a national coordinator located in Washington, DC. Each of the Regional Conservation Goals Coordinators will be responsible for carrying out his/her Regional duties while working closely with other team members to maintain national consistency. The national biological planning team will work closely together in refining and field-testing a process drafted by a team chartered under the Promises Implementation Team: "Habitat Conservation Objectives for National Wildlife Refuges: Integrating Wildlife Populations, Biodiversity, and Habitat Goals and Objectives with Partners at all Landscape Scales." The National Coordinator will strive to ensure consistency among Regions, provide coordination for the review and development of process details, develop national partnerships where appropriate, and provide biological planning expertise where necessary.

Major Duties:

C Works as part of a team coordinated by the National Coordinator to complete the

review and development of a standardized methodology for identifying conservation targets, objectives, and priorities at the ecosystem, regional, and national scale for the National Wildlife Refuge System. Continues to implement this process in concert with other team members to ensure that a seamless approach is taken to identifying conservation targets, habitat objectives, and conservation priorities across the US. Works closely with the National Coordinator to integrate national conservation plans and objectives at the Regional level. 25%

- C Provides expertise and coordination in developing a set of conservation priorities at the ecosystem, regional, and national scale to guide Refuge System conservation efforts including the management of existing Refuges within a landscape paradigm. Assists the Regional Chief of the National Wildlife Refuge System and NWRS staff, along with the National Team, to facilitate a Regional conservation planning process aimed at building a scientific consensus around the process and criteria used in identifying conservation targets, habitat requirements, and subsequent conservation priorities, important in guiding the management of the Refuge System. Ensures that the Regional process adheres to standards and criteria set at the national level and closely follows the process of identifying habitat objectives developed by the FWS. 10%
- C Provides intensive coordination with existing ecoregional planning efforts both within the FWS and with external partners. Develops partnerships with State and Federal land management agencies and with other organizations involved in landscape conservation, to set the stage for cooperative work at the ecosystem and Regional levels. Works closely with existing FWS teams and other FWS facilitated teams such as Joint Ventures in identifying conservation targets, identifying their habitat requirements, and integrating the results to develop conservation priorities. 35%
- C Uses existing conservation plans (Endangered Species Recovery Plans, Migratory Bird Plans) to identify conservation targets and population objectives. For Bird conservation efforts, close coordination with existing Joint Ventures within the Migratory Bird Program will be necessary to enhance efforts and prevent duplication. Coordinates closely with the National Team, USGS Gap Analysis Program, NatureServe, and other FWS partners to develop a process of identifying under-represented ecosystems as conservation targets. Works with researchers to develop and apply specialized spatial data processing methods, computer models, and programs in identifying the habitat requirements of a variety of species and ecosystem types. Collaborates with researchers and statisticians to develop models from research and monitoring data that relate wildlife to their habitats and applies these models to geospatial data. Provides landscape level decision-support tools to support the National Wildlife Refuge System's comprehensive conservation planning process. Specifically, the incumbent will deliver through a step-down database created with input of Refuge staff and partners quantitative information that will demonstrate how Refuge lands can be best managed to support the goals and objectives of existing conservation plans. 20%
- C Maintains a high level of knowledge and understanding of the current status and availability of spatial data, remote sensing, and computer technology and evaluates new products and data sources that may apply to conservation planning. Responsible for

developing and maintaining Regional and ecosystem relational databases categorizing conservation targets and their respective habitat objectives. 5%

- C Coordinates with existing joint conservation efforts such as Joint Ventures (or where no compatible effort exists, organizes and facilitates a working group composed of appropriate FWS programs and external partners) to ensure smooth implementation of the NWRs Regional planning process. Works with these groups to write proposals, work agreements etc. to secure future funding, and establish partnerships for the implementation of the process. 5%

Factors:

Factor 1. Knowledge Required By the Position

- C Mastery of the principles of conservation biology as they pertain to fish and wildlife populations and their application to solve management problems. Ability to identify and model landscape-level resource relationships to address fish & wildlife management issues. Strong knowledge of vegetation classification techniques and standards applied to models that link wildlife populations to landscape composition.
- C Strong knowledge of community-based processes in developing natural resource management solutions to complex problems. Knowledge of the use of consensus-building techniques in developing goals, objectives, and priorities in conservation planning. A solid understanding of a variety of tools used in developing and implementing a public outreach strategy.
- C The ability to integrate a mastery of conservation biology and management with technologically advanced GIS to develop landscape level habitat objectives for a broad array of species. Requires an understanding of the principles and applications of (GIS) design, development, implementation, management and use, and related sophisticated computers and software.
- C The ability to effectively communicate complex scientific issues orally and in writing to both scientific and laymen audiences. The ability to give effective presentations before large groups.
- C Excellent interpersonal skills in communicating with a diverse range of individuals and organizations.

Factor 2. Supervisory Controls

The incumbent is under the direct supervision of a Division Chief responsible for planning or natural resources of the National Wildlife Refuge System, who is located in the Regional Office. Because the position works as part of a national team, the incumbent, Regional Chief of the National Wildlife Refuge System,

National Team, and the National Coordinator will need to confer on the development of objectives, projects, and deadlines

The incumbent is responsible for selecting and/or developing the appropriate techniques and methodology necessary to complete projects, and then independently plan and execute assignments and resolve most problems that arise. The incumbent is expected to coordinate work with other individuals in the same or other areas and keep their supervisor and team informed of the status and potential ramifications and application of the project results.

Completed work is reviewed by his/her supervisor for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines

Guidelines are broad in nature and include established laws and regulations, as well as FWS policies, directives, and priorities. Incumbent must exercise a high degree of judgment and initiative in interpreting and evaluating regulations in order to adapt recommendations and decisions to meet FWS objectives. Special assignments with short deadlines and no written guidance may be expected.

General guidelines are available for most biological and computer-related activities. However, guidelines for the integration and application of spatial analysis to address wildlife and fisheries resource related issues and problems are often not available (e.g., model building, landscape level species-habitat relationship analysis). Consequently, the incumbent will exercise skill and considerable judgement, interpretation, and creativity in the development and documentation of appropriate guidelines and data standards as necessary to execute and complete projects. Additionally, the position will be responsible for complying with national plans, operating procedures and classification standards as they pertain to the use of GIS technologies in fisheries and wildlife/resource management (e.g., data standards, land cover classification, computer hardware standards, standardized operating procedures, software standards).

Factor 4. Complexity

Duties consist of working with multiple stakeholders in the planning, design, development, implementation, and management of a wide variety of multi-disciplinary projects covering a large geographic area that require integration of biological data for multiple species. Duties include the collection and interpretation of spatially-related biological and habitat data and the development of methods and techniques to analyze and model information using highly complex GIS computer

processes as well a traditional statistical analysis. Processes for integrating this data in conjunction with data from other disciplines by means of intensive computer-aided GIS will be developed by the incumbent in coordination with the National Team. Rapid development of both the base of biological knowledge and information available in digital form and technological advances in computer hardware and software technology requires constant reassessment of procedures and methods, and subsequent development of new ones. The novel, complex, and unique nature of developing and evaluating fish and wildlife management techniques with spatial data will require a versatile and innovative approach to design and test various potential solutions prior to selecting the best application of data and GIS methods to be used.

Factor 5. Scope and Effect

The scope of work for this position is the entire National Wildlife Refuge System from individual field stations to Regional and Headquarters. Work may also affect other program areas of the Service due to the necessary coordination involved in conservation planning. The incumbent's work will have substantial short-term and long-term effects on the Refuge System since information developed by the incumbent will directly determine the future design of the Refuge System. Inappropriate recommendations or a lack of coordination of activities could have negative repercussions throughout the Refuge System and Service.

The capabilities and skills of the position in developing and managing these processes and properly applying them to resolving ecosystem-management challenges contributes to the management of natural resources throughout the Region and ultimately throughout the United States. The incumbent contributes to the effectiveness of implementing various FWS programs and projects. The position will use a comprehensive knowledge of the principles of fish and wildlife biology and management, landscape-level modeling, and expertise in GIS design, development, management, hardware and software, and training, to make recommendations and to guide the development of GIS projects in the Region (e.g., Refuges, Realty, Ecological Services, Partners for Fish and Wildlife, Contaminants, etc.)

Factor 6/7. Personal Contacts/Purpose of Contacts

Contacts are made with Regional Refuge Chief, Regional Director, Chief of the National Wildlife Refuge System, other FWS employees, representatives to Congress, State biologists, scientists from other government agencies (especially USGS) and universities, administrators from other Federal agencies, and representatives from non-governmental conservation organizations. Contact with hardware and software vendors and contractors is required.

Contact with staff in other FWS program areas is essential to project development and support of ongoing projects. Contact with others is primarily for the organization of internal and external working groups, exchange of information and ideas, to advise on project design and development, and for project planning and coordination with cooperators. Some contact will be necessary to influence and gain the cooperation of individuals resistant to the use of computer technologies and related products in making resource management decisions.

Factor 8. Physical Demands

While much of the work is sedentary, incumbent will regularly be required to conduct on-site reviews and evaluations that include heavy demands such as climbing, hiking in rugged terrain, boating in rough water, and carrying substantial loads of equipment. Travel will also be required.

Factor 9. Work Environment

A substantial portion of time is spent in an office setting, but field activities will be conducted in outdoor settings with weather varying from desert and coastal summer heat to cold winter activities in the mountains.

Factor Evaluation System

Title: Interdisciplinary, GS-401, 408,482,485,486,-12/13 **FPL Position** S000102

Classification Standard Used: GS-482/486, 1/91.

Evaluation Factors	Points Assigned	Factor Level
1. Knowledge Required	1550	1-8

2. Supervisory Controls	450	2-4
3. Guidelines	450	3-4
4. Complexity	325	4-5
5. Scope and Effect	225	5-4
6. Personal Contacts		6-3
7. Purpose of Contacts	180	7-c
8. Physical Demands	5	8-1
9. Work Environment	5	9-1

Total Points	3190
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Grade Conversion	13
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Pearl Inge Date
HRS - Approved for Servicewide Use

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